



Special Training Service Request Form
Office of Human Resources, Training Services Division

Training requests must be submitted at least 30 days (or more depending on the complexity of the request) before the planned event date.

Date of Request: _____

Facility/Unit: _____

Request: (Check one)

Training

- _____ Conduct an onsite session of a Scheduled Classroom Course* (indicate course below)
- _____ Begin the onsite Managing Matters Program* for my management team (indicate course with which to begin the program below) * *Course names and descriptions can be found on our [website](#).*
- _____ Progressive Discipline & Grievance Procedures (delivered by Employee Relations Dept.)
- _____ Conduct an off-the-shelf training program customized for group
- _____ Conduct Train-the-trainer for an “off-the-shelf” or custom program.

Facilitation

- _____ Facilitate a meeting.
- _____ Design & facilitate a retreat.
- _____ Assess organizational development issues & plan appropriate interventions.

Other (Describe)

Brief Description of Request: (indicate Scheduled Classroom or Managing Matters course here)

Planned: Date: _____ Time: _____ Location: _____

Anticipated number of participants: _____

Person making request: Name, telephone number and e-mail

Person(s) in facility/unit responsible for staff level training: Name, telephone number and e-mail

Please return this form via email to Susan Steele at susan.steele@maryland.gov.